

CITY OF BURBANK

FLEET MAINTENANCE APPRENTICE

DEFINITION

Under supervision, to assist in performing maintenance and making repairs on light and heavy gasoline, electric, propane, diesel, and alternate fuel powered equipment and make minor mechanical repairs; and to perform related work as required.

ESSENTIAL FUNCTIONS

Assists technicians on repairs of all types of equipment; works in any work section of the operation at any time as assigned; makes minor repairs and adjustments; replaces belts, batteries, hoses, and wipers; steam cleans and washes equipment; balances tires and wheels, changes tires, and does complete preventive maintenance service; prepares paper and electronic service repair orders; refuels vehicles, checks tires, batteries, lights, and safety equipment; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the general operation of gasoline and diesel engines; proper methods for servicing automotive and heavy equipment in conformance with industry standards.
- Skills in - mechanical aptitude and ability.
- Ability to - recognize and identify common mechanical tools and their uses; understand and follow oral and written directions; understand and work with preventive maintenance charts and motor diagrams; learn mechanical repair work methods; communicate effectively both orally and in writing; road test vehicles that have been repaired; accomplish tasks within an established timeframe; perform repairs to ensure the reliability and availability of the City's fleet and the efficient operation of City services; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Graduation from high school or equivalent and either a course in auto mechanics from an accredited trade school OR one year of experience in automotive repair service work within the last three years (2,000 accumulated hours equals one year of experience).

Special Conditions & Requirements: Positions allocated to this classification are in a training capacity for Fleet Maintenance Technician and subject to apprenticeship program agreement requirements.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment and a California Class "A" or "B" driver's license or equivalent with the following endorsements: hazardous materials, air brakes, and bulk tank within 12 months of appointment. If assigned to the Public Works Department, may also be required to possess a Class "M" Driver's License or equivalent at the end of 36 months. Within two years of initial assignment, or job assignment change, must obtain and maintain a minimum of two National Institute of Automotive Service Excellence (ASE) certifications pertinent to the job assignment.

SUPPLEMENTAL INFORMATION

None.